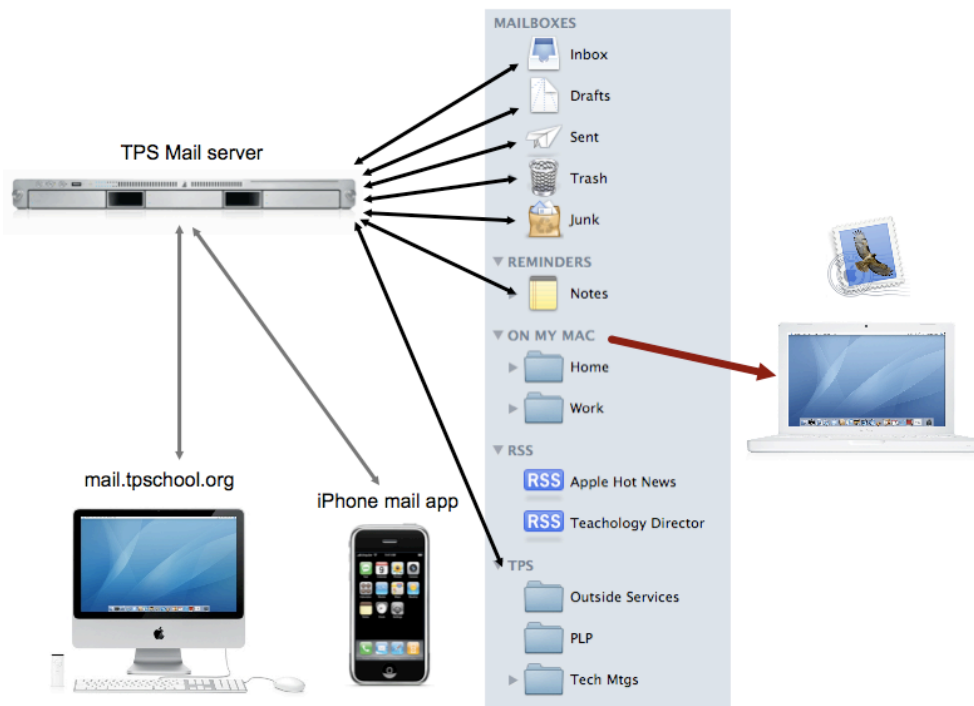


## All About Email Quotas

TPS uses an IMAP account for its e-mail system and Apple's Mail program to manage that e-mail. (Read more about IMAP @ [http://en.wikipedia.org/wiki/Internet\\_Message\\_Access\\_Protocol](http://en.wikipedia.org/wiki/Internet_Message_Access_Protocol))

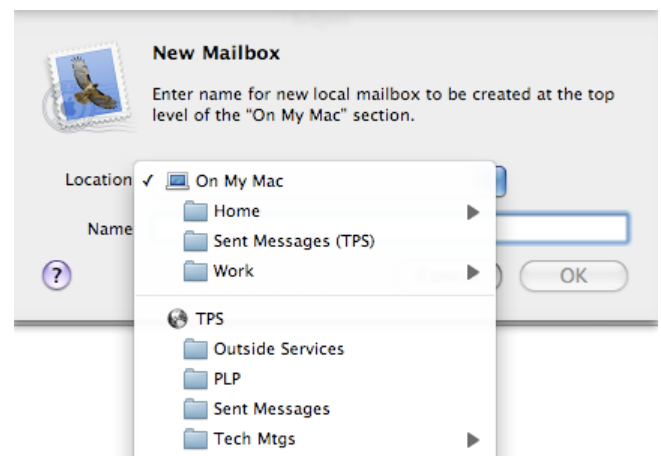


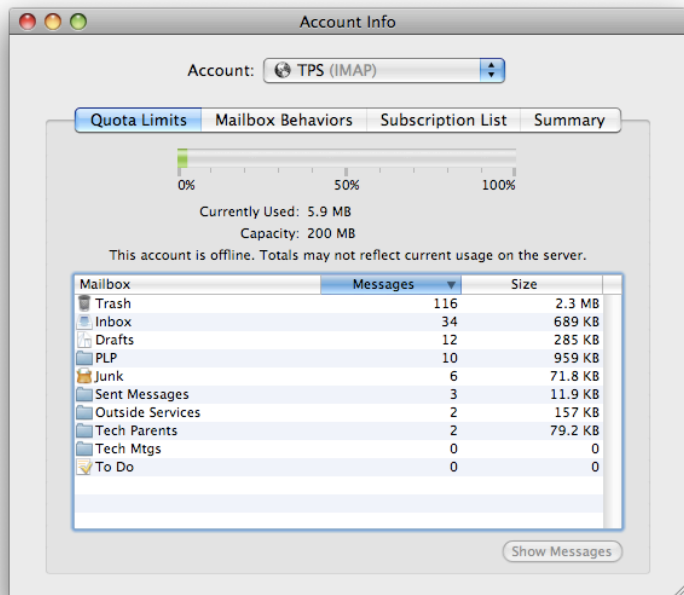
The main mailboxes (Inbox, Drafts, Sent, Trash & Junk) and any additional mailboxes that you create can all be kept directly on TPS's mail server. The main benefit is that you can access the same set of emails from any computer in the world. So if you are on an iPhone, or another computer, and you send an e-mail, when you come back to your Mail program, you will see that message in your Sent folder. Or if you delete a message in one place, or simply mark it as read, the same will happen every other place you may access that e-mail. This all happens because those mailboxes live on a remote server. But since our mail server isn't endless in its size, every user has a mail quota.



If you fill your mail quota, you will not be able to receive new mail. There are several ways to keep from filling your quota.

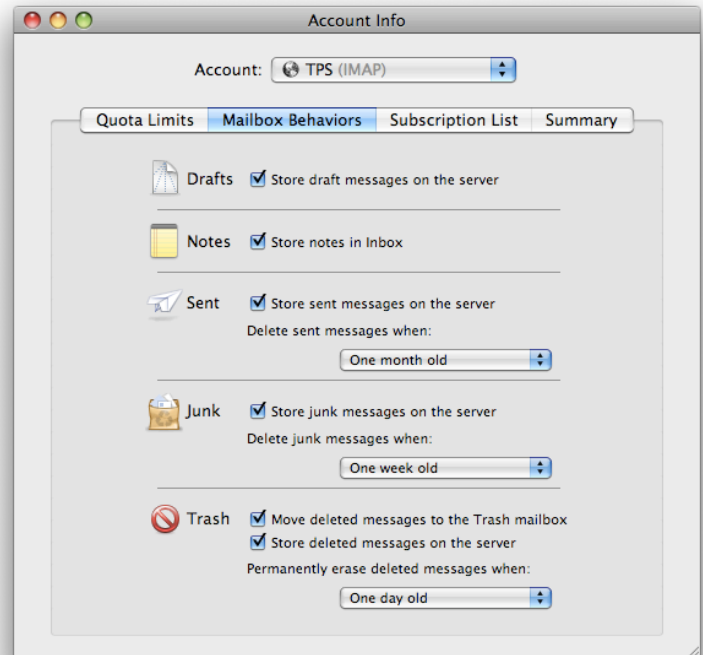
First, when you create a new mailbox (which the term Apple uses for a folder within the Mail program), you have the ability of creating that folder only on your main TPS computer or on TPS's mail server. Using the server will allow for ubiquitous access but will fill up your quota quicker. Using your computer to store them will allow you to store as many as you would like, but not give you the benefit of universal access. You will need to consider your options carefully.





To see how close you are to filling your quota, or to check the size of each mailbox, open your Mail application. Click on any of the main 5 mailboxes and push the command + i buttons. Under the Quota tab you can see the percentage of your currently used capacity and the size of each mailbox stored on the server.

Under the Mailbox Behaviors tab, you can choose how often to delete the mail in 4 of the main mailboxes. Be careful if you choose Never, or you will fill invariably quota. Notice that I store each of these on the server. If you don't, the mail program will make another mailbox on your mac that is titled the same thing. This gets pretty confusing, so I don't suggest it.



Also, notice that your Inbox is not in this list. You will have to manually move your mail out of the inbox in order to keep that mailbox from filling up. E-mail with attachments will fill your quota faster than those without, so another easy way to keep from filling your quota is to not send attachments to fellow employees. If you send an e-mail with the attachment, it will not only fill up their Inbox, but your Sent mailbox as well. If you would like to share a document, place that document onto data center and send an e-mail letting others know where to retrieve that document. Even if the TPS users aren't at TPS, they can use the VPN client to remotely access our data center. You could also use Google docs to share documents.